



# UNITED STATES MARINE CORPS

MARINE CORPS BASE

PSC BOX 20004

CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1050.6K

BADJ

16 JUN 1999

## BASE ORDER 1050.6K

From: Commanding General

To: Distribution List

Subj: LEAVE AND LIBERTY

Ref: (a) MCO P1050.3J

Encl: (1) Boundaries for Liberty  
(2) Liberty Limits Mileage

1. Purpose. To promulgate the policy concerning the granting of leave and liberty to personnel within this Command.
2. Cancellation. BO 1050.6J.
3. Information. The information in this Order referring to the administration of leave and liberty pertains to Marines only. Naval personnel will be guided by the instructions contained in the Naval Military Personnel Manual.
4. Action. Leave and liberty for personnel of this Command will be authorized in accordance with the reference as follows:

### a. Leave

(1) Commanding officers (CO's) of MCB are authorized to grant leave to personnel of their respective units not to exceed the minimum number of persons required for the effective operation.

(2) Under routine circumstances, leave shall not be authorized to commence prior to the expiration of normal working hours on a day of duty. The day of departure from the duty station, regardless of the hour, is a day of duty not chargeable as leave. The day of return from authorized leave shall normally be counted as a day of leave, however, when such return is prior to 0900, the day of return shall be counted as a day of duty.

(3) Emergency leave will be granted in accordance with paragraph 2012 of the reference, and the policy set forth herein.

(a) Personnel requesting emergency leave will be afforded the opportunity to personally submit their request to their immediate CO.

(b) Commanders will give expeditious and sympathetic consideration to all requests for emergency leave.

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(c) Verification of the existence of an emergency will be in accordance with paragraph 2012.6 of the reference.

(d) CO's will check with the disbursing officer to ascertain if the individual has moneys due. If so, arrange for payment to be made. If the individual has no money due or an insufficient amount to defray the cost of leave, the CO or duty officer will refer the individual to the American Red Cross/Navy and Marine Corps Relief for assistance.

(e) Upon referral to the American Red Cross/Navy Relief, allotment authorizations will be hand-delivered by the individual to the CO or duty officer. The duty officer will ensure delivery to the appropriate CO.

(f) In all cases where requests for emergency leave are denied, the CO will personally inform the Marine of the reason the request is not approved.

(g) Orders of duty officers should contain specific instructions in regard to authorizing emergency leave during non-working hours.

(h) Leave granted pursuant to a bona fide emergency should be identified as emergency leave. Emergency leave involving funded foreign travel will be administered in accordance with paragraph 2012.5 of the reference.

• (4) Leave for personnel on the staff of this Headquarters will be authorized in accordance with the reference as follows:

(a) Leave for the Chief of Staff, officers and enlisted personnel of the CG's personal staff will be approved by the CG.

★ (b) Leave for CO's and heads of general and special staff sections will be approved by the Chief of Staff.

(c) Leave for other officers of the general and special staff will be approved by heads of appropriate general or special staff sections.

(d) Leave for officers serving on general courts-martial will be approved by the Chief of Staff after they have obtained prior clearance from the Staff Judge Advocate that no courts-martial are scheduled for the requested leave period, or that they are excused with the express consent of the convening authority. Requests for leave by MCB officers serving on boards and councils assigned by the CG will be approved by the senior member of such board/council prior to submission of the request to the officer who normally grants leave.

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(e) Leave for all personnel will, after approval by the appropriate officer, be authorized by the individual's CO or his delegated representative.

(f) When leave has been approved, commanders are authorized to permit officers, SNCO's and NCO's to complete leave check-out and check-in procedures by telephone.

(g) If such authorization is granted, each Marine concerned should be:

1 Permitted to pick up leave authorization on the last working day prior to commencement of leave.

2 Instructed to enter the time and date leave began and leave ended in the appropriate space on the leave authorization and to sign the entry immediately after calling in to check out or check in.

3 Directed to deliver the leave authorization to the CO or the designated representative, by 0730 of the next regular working day subsequent to termination of leave.

4 Informed that permission to check-out and check-in by telephone is authorized as a personal convenience of the Marine and shall not be used as a means of extending the period of authorized absence chargeable as leave.

5 Cautioned that commencement and termination of leave must be made in the immediate vicinity of the Marine's duty station (place from which the Marine normally commutes daily to and from work).

(h) The leave authorization form will have information stamped or typed on it that provides the individual Marine with the unit telephone number of his/her CO or officer of the day, in the event an extension of leave is necessary or he/she seeks advice on any problems that may arise while on leave.

(5) Leave for personnel assigned to formal Marine Corps Schools will be granted in accordance with that school's directives.

b. Liberty

(1) Definitions

(a) Overnight Liberty. Liberty which commences at the conclusion of working hours on one calendar day and expires at the commencement of working hours on the next calendar day.

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(b) Weekend Liberty. Liberty granted in accordance with paragraph 3001.1 of the reference.

(c) Three day Special Liberty. Liberty granted in accordance with paragraph 3001.3 of the reference.

(d) Four day Special Liberty. Liberty granted in accordance with paragraph 3001.3 of the reference. The CMC has authorized the CG of MCB to grant liberty for periods up to four days. This authority is further delegated to CO's of MCB units in accordance with paragraph 1003 of the reference. The granting of four days liberty is not intended to authorize more liberty over an extended period of time than would normally be granted.

(2) Limitations. Boundaries for liberty are contained in the map at enclosure (1).

(a) Overnight Liberty. Any location within 50 road miles of the nearest gate of Camp Lejeune by usually traveled motor roads. This specifically includes Morehead City, New Bern, Kinston and Wilmington, North Carolina (Wilmington to include Wrightsville Beach and Carolina Beach).

(b) Weekend Liberty. Any location within a radius of 150 road miles.

(c) Three Day Liberty. Any location within 300 road miles. See Enclosure (2).

(d) Four Day Liberty. Any location within 600 road miles. See Enclosure (2).

(3) The foregoing applies to ground travel only. At the discretion of the commander granting liberty, the limits for air travel are extended to any metropolitan area within the continental United States served by a regularly scheduled airline to which reservations to and from the liberty address have been acquired in advance of commencement of liberty.

(4) CO's may reduce the above limitations of travel on the basis of suitability of transportation to be utilized, coupled with the distance to be traveled and the conditions of weather prevailing at the time of travel, or in order to ensure safety and timely return of personnel.

(5) NAVMC Form 10472 (Liberty List), may be utilized at the discretion of the CO for logging personnel to and from liberty. The form is on the Electronic Forms Program.

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5. Special Instructions

a. Liberty may be granted to personnel daily from 1630 to 0730 the following morning and from 1630 Friday to 0730 the following Monday morning, subject to such limitations as may be imposed by CO's to maintain organization routine and schedule, or fulfill other commitments which may be assigned.

b. Liberty will not be granted in conjunction with leave and will not be used to extend leave periods. Leave will not be granted in conjunction with liberty except under emergency situations, as outlined under procedures for the granting of emergency leave.

c. Paragraph 3003 of the reference sets forth the instructions for the use of liberty passes and lists. Liberty passes and lists will only be utilized for personnel in the grade of LCpl and below.

d. CO's will ensure that "safe driving" programs are conducted periodically. Maximum attendance is required, especially just prior to extended liberty periods, such as Labor Day weekend, or other weekends immediately preceded or followed by a holiday.

e. Enlisted personnel, E-3 and below, will be issued a Liberty Request/Out of Bounds Pass, (NAVMC Form 10471) if traveling beyond the liberty limits of the type liberty approved (i.e., if traveling beyond the specified 50 mile radius on overnight liberty, beyond 150 miles on regular liberty, or beyond the 300/600 mile radius on designated three and four day liberty periods).

f. Identification cards (DD Form 2MC) will be kept in the possession of the individual to whom issued at all times.

g. The possession of any paper, card or other document purporting to authorize liberty, special liberty, or leave by any person attached to the Base, is prohibited unless issued to the possessor by proper authority.

h. The possession of identification cards, special liberty or leave papers belonging to or issued to another person, is prohibited.

i. During regular liberty hours, prescribed in paragraph 4a above, personnel in proper liberty uniform shall not be required to display their identification card when entering or leaving camp, except when directed to do so by proper authority.

j. Mechanical failures of privately owned conveyances will not normally be considered as an excuse for tardiness in returning from liberty.

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k. Military police, shore patrol, security police, officers, petty officers, SNCO's and NCO's of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of peace, disorderly conduct, or any other offenses which reflect discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

l. Personnel on leave or liberty must understand that this authority has its foundation in law, and that they are required to conduct themselves accordingly. Those exercising such authority are enjoined to do so with judgment and tact. Particularly, apprehension should not be resorted to where corrective measures will suffice.

6. Instructions Concerning Emergency Medical or Dental Treatment

a. An emergency is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a Federal medical or dental facility, including those available through Veteran's Administration facilities, or obtaining the required authority in advance. Emergency dental care is limited to measures appropriate to relieve pain or to abort infection and does not include the furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

b. If emergency medical or dental care is required and there are no naval facilities available, initial application shall always be made to another Federal medical or dental facility, if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Service, and Veterans' Administration.)

c. If the foregoing is not feasible, in a bona fide emergency situation, Marines may obtain emergency treatment from any source at Government expense.

d. If Marines on leave or liberty are hospitalized, they should immediately notify their CO or the nearest Marine Corps activity or representative and request instructions and assistance. If permitted to revert to leave or liberty status upon release from the hospital, they should immediately notify their CO, preferably by collect telegram or telephone call, on the date of release. If on leave, the Leave Authorization (NAVMC 3), should be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the time and date of admission, time and date of release, and the diagnosis. If traveling under orders issued by competent authority or on authorized liberty, a statement from the attending physician containing the foregoing information shall be obtained by the Marine concerned for delivery to their CO.

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e. Whether or not it involves hospitalization, at any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining bills for the care in quadruplicate, itemized to show dates on or between each item for presentation to his or her CO in order that the bill may be processed in accordance with the provisions of BUMEDINST 6320.32, Non-Naval Medical and Dental Care.

7. Information Applicable to Leave. Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. While Marines may obtain space required return transportation assistance from any uniformed services installation, the costs of such transportation is subject to lump-sum checkage from their pay accounts and they may be subject to disciplinary action upon arrival at their command.

8. Recall of Personnel from Leave and Liberty Due to Military Necessity

a. A general recall of personnel from leave and liberty pertains to all Marine Corps personnel assigned to Marine Corps Base, Camp Lejeune, North Carolina. Procedures for general recall are set forth herein.

b. Routine recall of personnel on an individual basis due to administrative reasons is the responsibility of the individual commander.

c. Should an individual in an authorized leave status be subject to recall, chargeable periods of leave are defined in the reference.

d. Upon determination that a general recall is required, the following actions are directed:

(1) Directive for recall will be issued by message or frost call.

(2) Base Provost Marshal will:

(a) Use all available sound equipment to announce recall aboard Camp Lejeune of all MCB personnel to include outlying areas (i.e., Camp Geiger, Stone Bay, Courthouse Bay).

(b) Contact law enforcement agencies of Jacksonville, Wilmington, and Kinston areas requesting that they use their communication facilities, personnel, and patrol vehicles to assist in the recall.

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(3) Duty Consolidated Public Affairs Officer will request that radio and television stations within a 200 mile radius of Camp Lejeune, North Carolina, broadcast recall information.


(4) Personnel on leave beyond a radius of 200 miles from Camp Lejeune, North Carolina, will be recalled by either message or telephone.

(5) All personnel will be instructed not to use the telephone nor allow their dependents to use the telephone to call their units for information. (Latest information may be obtained by tuning in to the local radio or TV stations; or by calling the Base information number, area code (910) 451-1717.)

(6) Strict communication security will be maintained at all times.

9. Summary of Revision. This Order has been revised in its entirety and should be thoroughly reviewed.

10. Reserve Applicability. This Order is applicable to Marine Corps Reservists attached to MCB on Extended Active Duty (EAD) or Active Duty Special Work (ADSW) orders.

  
B. A. GOMBAR  
Chief of Staff

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